

MAIN FACS

SELF-STUDY

Training Material

SERVICE DATE

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This Self-Study provides screen prints and procedures for processing ADPICS documents, which include the service date related to project and grants. This Self-Study should be used as an overview of the service date functionality, a listing of the screens affected, and an explanation of the service date field. This Self Study is intended to supplement information contained in user documentation, and related training course materials. (<http://mainweb.state.mi.us>)

SERVICE DATE FUNCTIONALITY

When accounting codes on an ADPICS requisition, purchase order, direct purchase order, voucher, direct voucher, document cancellation, credit memo, travel authorization, or travel voucher include (or infer) a project or grant, the service date entered on the document must be on, or prior to, the final post date (close out date) established for the project or grant on the 27 Project Control profile, or 29 Grant Control profile, in R*STARS. An ADPICS document cannot be posted if the accounting codes include (or infer) a project or grant that is controlled based on the service date, and the service date on the ADPICS document is later than the final post date of that project or grant.

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Overview of ADPICS Screens Utilizing the Service Date Functionality

The Service Date field appears on the following ADPICS screens:

- 1410 Voucher Header Entry
- 1605 Travel Authorization Header Entry
- 1700 Credit Memo Header Entry
- 1800 Direct Voucher Header Entry
- 1900 Travel Voucher Header Entry
- 2100 Requisition Header Entry
- 2340 Purchase Order/Contract Writing
- 2360 Direct Purchase Order Writing
- 8500 Document Cancellation

1410 Voucher Header Entry Screen

PCHL1410 V5.0		ADVANCED PURCHASING/INVENTORY		MM/DD/YYYY	1:12 PM
LINK TO:		VOUCHER HEADER ENTRY			
VOUCHER NUMBER	: 042VY123401	1099:	DOC TYPE : VC	DUE DATE: MM/DD/YYYY	
ACTION INDICATOR	: P	PDT: MA	DMI : R	INTF TYPE: VE	EFF DATE: MM/DD/YYYY
STATUS	: POST	NOTE: N	BANK ID : 000	PYMNT NO:	
DEPARTMENT	: 04212345	FINANCE DIVISION		DOC REF NO:	
AMOUNT VOUCHERED	: 4,500.00	PART/FINAL: F (P/F)		CREATE: MM/DD/YY	
PURCHASE ORDER NO	: 042NY123410	CHANGE NO :		UPDATE: MM/DD/YY	
INVOICE NUMBER	: 04233304	MATCH TYPE: AD		POST : MM/DD/YY	
VENDOR ID	: 2382673393	TELLUREX CORPORATION			
ADDRESS	001	1248 HASTINGS ST			
CITY: TRAVERSE CITY		ST: MI		ZIP : 49684	CTRY: USA
VEN INVOICE DESC	: COMPUTER EQUIPMENT			SERVICE DATE: MM/DD/YYYY	
FREIGHT	:			:	
DISTRIBUTION METHOD: D		FCO:	CLIENT/PATIENT NO:		MUPC:
MASTER ACCOUNTING INFORMATION -		DATE OF SERVICE :			
SFX AGY	AY INDEX PCA	COBJ	AOBJ	GRANT	PH PROJ PH AG1 AG2 AG3
F1-HELP	F3-DELETE	F5-NEXT	F6-VIEW DOC		
F7-INTERAGY	F9-LINK	F10-SAVE	F11-VW ACCTG		
E423 - VOUCHER POSTED					

In the example screen print above, the Service Date field is highlighted. The Service Date field is located in a similar position on all of the listed screens, except the Requisition Header Entry, Direct Purchase Order Writing, and Document Cancellation screens shown on the next pages.

2100 - Requisition Header Entry Screen

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PCHL2100 V4.1          ADVANCED PURCHASING/INVENTORY      MM/DD/YYYY  1:21 PM
LINK TO:                REQUISITION HEADER ENTRY

REQ ID      : 042RY123401    DOC TYPE: RA    DUE DATE: MM/DD/YYYY INTF TYPE: RQ
ACTION IND: P                REQ/JT   : R      EFF DATE: MM/DD/YYYY WHSE      :
DEPARTMENT: 04212345        FINANCE                                CHANGE NO:
CONTACT     : JOE SNEEGO                                           STATUS: POST
TELEPHONE  : 517 555-1515 EXT.      NOTE PAD: N   (Y/N)      CREATE: MM/DD/YY
ADDRESS     : ROMNEY BUILDING                                           UPDATE: MM/DD/YY
              111 S. CAPITOL AVENUE                                     POST   : MM/DD/YY
              CITY : LANSING                                           ST: MI ZIP: 48933   CTRY: USA

SERVICE DATE : MM/DD/YYYY
REQ TITLE      : PURCHASE MICROCOMPUTERS
RECOMMENDED VENDOR :
BLANKET PO ID/SCHED: /          UNION NOTIFICATION FLAG : N (Y/N)
DEPT/BUYER ID   : /          SPLIT CAPABILITY           : Y (Y/N)
DISTRIBUTION METHOD: S ("S" SINGLE; "M" MULTIPLE; "P" PERCENTAGE)
SX AGY AY INDEX PCA COBJ AOBJ GRANT PH PROJ PH AG1 AG2 AG3 PERCENT
01 042 YY 00440      6520

F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK    F10-SAVE     F11-VW ACCT  F12-PRINT
G008 - NEXT RECORD FOUND
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2360 - Direct Purchase Order Writing Screen

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PCHL2360 V4.1          ADVANCED PURCHASING/INVENTORY      MM/DD/YYYY  1:31 PM
LINK TO:                DIRECT PURCHASE ORDER WRITING

PO/CONTRACT ID : 042NY123410 EFF DATE: MM/DD/YYYY
PURCHASING TYPE: DA    INTERFACE TYPE: DP    DEPT: 04212345
ACTION INDICATOR: P    MATCH TYPE: AD        WAREHOUSE:
ENCUMBRANCE AMT : 4,500.00 NOTE: N          VENDOR CHG: Y
REMAINING VALUE :      STATUS: CLOS        CHANGE NO:
VENDOR/MAIL CODE: 2382673393 / 001 TELLUREX CORPORATION      PRINT: N
ADDRESS         1248 HASTINGS ST              COPIES: 01
              CITY: TRAVERSE CITY            ST: MI ZIP: 49684   CTRY: USA
P/O TITLE       : DATA PROCESSING EQUIPMENT
RETAINAGE AMT   :      RETAIN PCT:          CARRY FORWARD : N
FREIGHT CARRIER :      CONTRACT AMOUNT:    PARE IND       : N
DELIVERY DATE   : MM/DD/YYYY BPO/SCHED/CALL : /          /
EXPIRATION DATE :      F.O.B. POINT : DEST  INSURANCE CERT: N
TRACK DATE      :      DISCOUNT TERMS : NET  SUBCONTRACTOR : N
DIST METHOD : S EXPEDITOR CODE :      TRACK CODE :      SERVICE DATE: MM/DD/YYYY
SX AGY AY INDEX PCA COBJ AOBJ GRANT PH PROJ PH AG1 AG2 AG3 PERCENT
01 042 YY 00380      6520

F1-HELP      F2-SELECT    F3-DELETE    F4-COPY      F5-NEXT      F6-VIEW DOC
F7-ADDRESS   F8-SEL TERMS F9-LINK    F10-SAVE     F11-VW ACCT  F12-PRINT
G112 - INQUIRY SUCCESSFUL
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8500 - Document Cancellation Screen

PCHL8500 V4.1	ADVANCED PURCHASING/INVENTORY	MM/DD/YYYY	12:00 PM
LINK TO:	DOCUMENT CANCELLATION		
CHANGE ORDER ID: 042CY000001	ACTION IND : N	EFF DATE : MM/DD/YYYY	
CHANGE NO : 001	INTERFACE TYPE: CH	NOTE PAD : N	
DOCUMENT IND : REQ CANCEL REQUISITION		SERV DATE: MM/DD/YYYY	
DOCUMENT ID : 042RY000001			
DOCUMENT TYPE : RQ			
CANCELLATION DESCRIPTION			
BLOCK > VENDOR CANNOT SUPPLY GOODS			
001 >			
OF >			
001 >			
>			
FUNCT >			
>			
>			
>			
>			
F1-HELP	F2-SELECT	F3-DELETE	F4-BLK FUNC F5-NEXT
F7-PR BLK	F8-NX BLK	F9-LINK	F10-SAVE F11-VW ACCT F12-PRINT

Overview of Service Date Entry

The Service Date field will default to the current date (R*STARS System Management Date) when the header is saved. Overtyping can change the service date, if necessary. If the accounting codes include (or infer) a project or grant that is controlled based on the service date, and the service date on the document is invalid (after the final post date), an error message (***EFF Invalid Service Date***) will be received when attempting to post the document. The service date must be on, or before, the final post date (close out date) of the project or grant. Contact the Project or Grant manager for assistance.